



JOB TITLE: Records Clerk
DEPARTMENT: Police
CLASSIFICATION: Non-Sworn – Full-Time
FLSA STATUS: Non-Exempt

MIAMI TOWNSHIP POLICE

Job Description

Entry Level Requirements:

Basic Requirements:

1. A U.S. Citizen or a Naturalized U.S. Citizen;
2. Minimum 21 years of age;
3. Successfully pass departmental testing and oral boards;
4. Successfully pass full criminal and motor vehicle background check.

Certifications or Diplomas:

1. High School Diploma or General Equivalency Diploma;
2. A valid Operator License for Automobiles;
3. Must possess and maintain a valid LEADS NCIC/NCJIS certification within six months of hire. Must obtain Notary Public Commission.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.
- The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires ability to work in a typical office setting and use standard office equipment.

Cognitive Requirements:

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow and provide written and/or oral instructions.
3. Knowledge of Miami Township Police Directives, Policies and Standard Operating Procedures.
4. Knowledge of general police methods

Knowledge and Abilities: The Records Clerk shall have the:

1. Ability to handle confidential information in a sensitive manner.
2. Effective oral and written communication skills.
3. Knowledge of business English, spelling and punctuation; office practices and procedures including various computer software applications.



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4. Knowledge of State and Federal laws relating to records management and the dissemination of public and private information.
5. Excellent interpersonal/customer service skills.
6. Excellent organizational skills.
7. Ability to handle multiple priorities and direction from multiple department members.
8. Work independently in the absence of supervision.
9. Proficiency with personal computers and computer software and applications, including word processing, email, spreadsheets, the internet, and databases.
10. Type at a speed necessary for successful job performance.
11. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
12. Ability to make arithmetic computations and tabulations rapidly and accurately.
13. Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
14. Independently prepare correspondence, reports, newsletters, and memoranda.
15. Implement and maintain filing systems.
16. A working knowledge of basic accounting and internal control.
17. Ability to adapt to changing political, administrative and legal conditions.
18. Ability to prioritize work to meet time constraints.
19. Ability to prepare and maintain correspondence, reports, records and to perform routine office management details without referral to a supervisor.
20. Ability to design reports in response to specific tasking with a minimum of supervision.
21. Ability to plan short term and long-range projects.
22. Ability to maintain records and prepare reports.
23. Ability to readily acquire and make minor decisions from working knowledge of applicable regulations and related division policies and procedures.
24. Ability to solve problems logically and expeditiously.
25. Ability to develop and maintain effective working relationships with associates, officials and the public.
26. Ability to withstand criticism while maintaining personal standards and integrity, and remaining objective, honest, loyal, fair, and professional.

Preferred Abilities: (Preferred but not required)

1. Ability to use Microsoft Office computer applications: Word, Excel, PowerPoint, Internet Explorer, Outlook E-mail and social media such as Face Book, Twitter or others.
2. Experience with police records management systems.

Job Summary:

This is records clerk position responsible for advanced technical, clerical and customer service work related to the intake, maintenance, processing, dissemination and retention of police records. Employees in this classification perform a variety of police records and information systems work in response to internal and external requests requiring the application of communication skills and considerable knowledge of departmental operations and procedures, State of Ohio Public Records Law and the Federal Privacy Act. Work requires the exercise of initiative,





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independence and discretion in handling delegated administrative details and performing various clerical duties. Work is reviewed through observation, conversation and analysis of reports and results achieved.

Working Conditions:

- Report to Support Services Supervisor. All Police Department personnel are ultimately under the direction of the Chief of Police.
- Must reside close enough to the police department to respond there within 60 minutes for an emergency recall.
- On call 24/7 for back up and emergencies.
- Work flexible hours including some nights, early mornings, weekends, and holidays, and sometimes for extended continuous periods of time.
- Regular interaction with abnormal human behavior, persons who are upset, angry or mentally ill.
- Duties may be hazardous and life threatening.
- Perform duties in typical office setting.
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by Miami Township

Responsibilities:

Typical responsibilities – Not All Inclusive:

1. To maintain knowledge commensurate with assigned duties.
2. To have working knowledge of the LEADS and NCIC systems.
3. To make accurate and timely entries into any required information system.
4. To abstain from discussing information brought to their attention with persons not authorized to have such knowledge.
5. To maintain a positive working relationship with all other employees.
6. To type, copy, and file reports.
7. Responsible for processing and entering data for criminal offense cases, warrants, temporary protection orders, traffic crash reports, citations, and memo reports, including: ensuring that all forms are correctly filled out, criminal history is noted, citations are disseminated to the proper individuals and offices, and all citation paperwork and correspondences are properly filed.
8. Processes traffic and criminal citations for court.
9. Distributes subpoenas to appropriate police officers.
10. Processes expungement orders.
11. Prepares monthly Uniform Crime Report.
12. Prepares monthly report of all activities; compiles statistical information as necessary.
13. Makes photocopies of reports for appropriate divisions, sections, agencies, departments and the public.
14. Makes photocopies of accident and offense reports for insurance companies and citizens requesting such copies.





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15. Handles customer requests from citizens, insurance companies, law enforcement agencies, and criminal justice personnel relative to the location and dissemination of official police records consistent with applicable State and/or Federal law and departmental policy.
16. To greet visitors and respond to citizen requests and questions.
17. To answer the phone and respond to citizen requests and questions.
18. Answer, screen and direct phone calls for other members of the police department.
19. To promptly answer radio for information and queries of persons at the request of sworn personnel.
20. To answer correspondence in a professional manner.

Employer Overview – General Employee Expectations

The Miami Township Police Department is a service-oriented police department. All typical police services other than dispatch and corrections are provided by the department. Those services are provided by agencies from the Clermont County, Ohio government. The Miami Township Police Department is Internationally Accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA®). High levels of individual and unit performance are expected as well as faithful compliance with all rules, directives, regulations, Code of Conduct, Canon of Ethics, Oath of Office and pertinent local, state and federal laws. Employees are expected to render exceptional customer service always. Respect for and cooperation with all fellow employees is standard performance. Personal discipline and continuous professional development are hallmarks of our workforce.

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.

